

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### STUDENT ASSISTANT

<b>Salary:</b>	Range A \$8.41 - \$8.99 Range B \$8.99 - \$9.66 Range C \$9.66 - \$10.38 Range D \$10.38 - \$11.20	<b>Work Hours:</b>	Varies between core hours of 8:00 a.m. – 5:00 p.m.
<b>Tenure/Timebase:</b>	Temporary/Intermittent	<b>Final Filing Date:</b>	March 11, 2009 or Until Filled
<b>Contact:</b>	Andy Munguia (916) 322-0604 <a href="mailto:amunguia@ctc.ca.gov">amunguia@ctc.ca.gov</a>	<b>Office/Location:</b>	Commission on Teacher Credentialing Enterprise Technology Services Section 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options.

The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

#### DUTIES:

Under the supervision of the Senior Information Systems Analyst (Supervisor), the Student Assistant will assist with the following:

- Operate and maintain printers to produce various output files, forms, ad-hoc reports, credentials, and various letters. Check daily, weekly, and monthly logs. Generate Crystal Reports. Complete other operational duties as necessary.
- Provide project management assistance, schedule and coordinate meetings, create meeting minutes, log and track project issues, and other project assistance as needed.
- Oversee and maintain data and exception data reports that are produced and centralized for divisions.
- Document new and existing processes and procedures according to unit standards.

#### DESIRABLE QUALIFICATIONS:

**Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.

**Expertise** – be a reliable source of accurate information; knowledge of Microsoft Office 2003 software systems.

**Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose of the CTC.

**Respect** – recognizes the validity of other points of view and treats others with civility.

**Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

**Work Ethic** – good attendance, punctuality, and work attitude.

#### CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

Prior to obtaining employment with the Commission on Teacher Credentialing, all students must submit official transcripts, proof of enrollment in a minimum of six semester units, and maintain a 2.0 GPA or higher.

#### WHO MAY APPLY:

Individuals who currently attend or enrolled in an accredited college or university and are enrolled in not less than six semester units with a 2.0 GPA or higher and possess the desirable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

#### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address. Attention: Andy Munguia. All applicants must clearly indicate the basis of their eligibility (*i.e.*, SROA, surplus, or Student Assistant) and include RPA No. 09-084. The applications will be screened and only the most qualified applicants will be invited for an interview.